

**National Institute of Information and Communications Technology**  
**Advanced Speech Translation Research and Development Promotion Center**  
**Information Security Policy**

Established: December 27th, 2021

Universal Communication Research Institute  
Advanced Speech Translation Research and Development Promotion Center  
Director General UCHIMOTO Kiyotaka

## **1. Introduction**

The Advanced Speech Translation Research and Development Promotion Center of National Institute of Information and Communications Technology (hereinafter referred to as “ASTREC”) recognizes its social mission as a research institute who promotes R&D of speech translation technologies and hereby declares this Security Policy to properly manage information assets used for R&D and strive to adhere to this Policy.

## **2. Compliance with Laws and Regulations**

ASTREC will comply with domestic and international legal and regulatory requirements and applicable requirements related to information security upon handling information assets and personal information for R&D.

## **3. Application of Information Security Management System**

ASTREC establishes an information security management system among the two laboratories: Advanced Speech Translation Laboratory and Advanced Translation Technology Laboratory, defines and operates information security objectives, and continuously seek improvement.

## **4. Responses to Violations and Incidents**

In the unlikely event that a violation of laws and regulations concerning information security, or an incident occurs, ASTREC shall respond appropriately in accordance with the regulations and ensure to prevent recurrence of such event.